



Public Works Department Planning & Zoning Division Submittal Requirements

To submit a complete application packet to The Town of Fountain Hills, the following items must be provided:

- 1. A fully executed application indicating the appropriate type of permit being requested.**
- 2. All fees, including those required for any public notification labels, as necessary.**
- 3. All additional required items as indicated attached submittal requirements.]**

If you have any questions pertaining to this application or submittal requirements please contact the Planning & Zoning Division at (480) 816-5122.

The Town of Fountain Hills – Submittal Requirements

NOTE: Additional requirements may be required as requested by the Planning & Zoning Division.

ABANDONMENT – SUBDIVISION OR CONDOMINIUM

- ☐ **Application:** Completed application and all associated fees.
- ☐ Petition to Town Council (submitted to Zoning Administrator) requesting abandonment of all streets, alleys, and easements within the subdivision and giving the legal description and recording information. All owners of real property within the subdivision must sign petition.

ADMINISTRATOR'S APPEAL OR INTERPRETATION

- ☐ **Application:** Completed application and all associated fees.
- ☐ Letter to Zoning Administrator requesting appeal or interpretation and stating the following information:
 - A. Provide section number of the applicable code to be interpreted or appealed.
 - B. Give a brief explanation of the reason for the interpretation or appeal.

CONDOMINIUM PLATS

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Declaration Plat:** In addition to the preliminary / final plat, a Declaration Plat showing the interior airspace being platted for each condominium unit. Submit 10 full sized folded copies (24" x 36") of the site plan provided for the preliminary plat. The preliminary / final plat must be consistent with the provisions of A.R.S §33-1219 and must include the following:
 - A. The name of the condominium.
 - B. The boundaries of the condominium and a legal description of the real estate included in the condominium.
 - C. The extent of any encroachments on any portion of the condominium.
 - D. To the extent feasible, the location and dimensions of all easements serving or burdening any portion of the condominium.
 - E. The local and dimensions of the vertical boundaries of each unit, and each unit's identifying number.
 - F. Any units with respect to which the declarant has reserved the right to create additional units or common elements, identified appropriately.
 - G. The location and dimensions of all real estate subject to the development right of withdrawal identified as such.

- H. The location and dimensions of all real estate in which the unit owner will only own an estate for years labeled as a "leasehold condominium".
- I. The distance between noncontiguous parcels of real estate comprising the condominium.
- J. The location and dimensions of limited common elements, including porches, balconies, patios and entryways, other than the limited common elements.
- K. Any other matters, as declarant deems appropriate.

- ☐ **Reduction:** 1 photostatic reduction (8.5" x 11") of each of the above referenced plans and exhibits.

CONTINUANCE

- ☐ **Application:** Completed application and all associated fees.
- ☐ Letter to Zoning Administrator requesting continuance and stating the following information:
 - A. From which public body the continuance is being requested.
 - B. Describe reasons for continuance request.
 - C. Proposed length of time of the continuance.

CUT & FILL WAIVER

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Narrative Report:** A narrative explaining the need for greater than 10 foot cuts and/or fills and what steps have been taken to keep the degree of cuts and/or fills in excess of 10 feet to a minimum.
- ☐ **Site Plan:** 10 full size copies (24" x 36") of the grading plan showing the location and areas of cut and/or fill in excess of the 10 foot limitation.
- ☐ **Reduction:** 1 photostatic reduction (8.5" x 11") of each of the above referenced plans and exhibits.

FINAL PLATS

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Site/Grading Plan:** 2 folded copies of the proposed final plat (24" x 36") are required. The following information shall be submitted (as per Section 206 of the Town of Fountain Hills Subdivision Ordinance).
 - o **Pre-Final Review.** The subdivider shall file with the Community Development Department two full-size (24" x 36") blue or black line copies of the final plat for conventional subdivisions and three copies for PUD's, commercial, office and industrial centers together with a letter of transmittal, indicating "pre-final review requested". This review can take place anytime following the technical review stage. The Department, upon receipt of the pre-final plat submittal, shall review the plat for conformity to the approved preliminary plat, transferring the second copy to the Engineering Department and/or Building Safety Department for their review and approval for conformance to requirements of the Subdivision Regulations, Subdivision Technical Review Committee requirements and the engineering plans.

- **Identification Data Required.**

- a. A title which includes the name of the subdivision and its location by number of section, township, range and county.
- b. Name, address and registration number of the seal of the Arizona-registered land surveyor preparing the plat.
- c. Name, address and registration number of the seal of the Arizona-registered professional civil engineer responsible for the engineering that is necessary in preparation of the proposed subdivision.
- d. Scale, north arrow, and date of plat preparation.
- e. The name, address and telephone number of the property owner.

- **Survey Data Required.**

- a. Boundaries of the tract to be subdivided shall be fully balanced and closed, showing all bearings, distances and mathematical calculations, determined by an accurate survey in the field. The surveyor of record shall also provide a copy of the computer closure, properly stamped and signed showing registration number. All dimensions shall be expressed in feet and decimals thereof.
- b. Any excepted parcel(s) within the plat boundaries shall show all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
- c. Corners of the plat shall be noted and monuments found or set shall be indicated. Each of two corners of the subdivision traverse shall be tied by course and distance to separate section corners or quarter section corners. Portions of any adjacent property between major road intersections shall not be excluded from within the boundaries of the subdivision when needed or required for dedication or improvement of any traffic, drainage, or flood control facility. Such areas may be indicated as excluded tracts after necessary dedications are shown.
- d. In areas subject to flooding, minimum finished floor elevations shall be shown as determined by the Town Engineer.
- e. Location and description of cardinal points to which all dimensions, angles, bearings, and similar data on the plat shall be referenced. Each of two corners of the subdivision traverse shall be tied by course and distance to separate section or quarter section corners.
- f. Location of all physical encroachments upon the boundaries or the tract.
- g. Total subdivision gross acres.
- h. Total number of lots and parcels, and the size, in square feet, of each lot or parcel. The size of lots or parcels greater than ten acres in size may be expressed in acres.

- **Descriptive Data Required.**

- a. Names, centerlines, right-of-way lines, courses, lengths, and width of all public streets, alleys, pedestrian ways, and utility easements; radii, points of tangency, curve lengths, and central angles of all curvilinear streets, alleys and intersection corners.

- b. All drainageways, significant vegetation, rock outcroppings, and other natural features shall be shown on the plat. The rights-of-way of all major drainageways shall be dedicated drainage easements or right-of-way as determined by the Engineering Department.
 - c. All easements for right-of-way provided for public services or utilities and any limitations of the easements. The following notations shall be placed on all final plats: "Construction within easements, except by public agencies and utility companies, shall be limited to utilities or removable section type fencing."
 - d. Location, dimensions and square footage of all lots.
 - 1. All lots shall be numbered by consecutive numbers throughout the plat. "Exceptions", "tracts", and "common open space" shall be so designated, lettered, or named and clearly dimensioned. Ownership and maintenance responsibility for common open space areas shall be indicated on the plat.
 - 2. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the Town with the use clearly indicated.
 - 3. Location of all adjoining subdivisions with date, book, and page number of recordation noted, or if unrecorded or unsubdivided, so noted.
 - 4. Any deed restrictions or restrictive covenants required or to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be submitted as a part of the total recording submittal.
- **Dedication and Acknowledgement.**
 - a. **Dedication.** Statement of dedication of all streets, alleys, drainage detention/retention basins and drainage ways, pedestrian/bicycle ways, and easements for public use, including sanitation, utility, fire and other emergency related vehicles, executed by the person holding title of record, by persons holding titles as vendees under land contract, by the spouse(s) of said parties, lienholders and all other parties having an interest in the property. If lands dedicated are liened, the lienholder shall also sign the plat. Dedication shall include a written location by section, township, and range of the tract. If the plat contains private streets, the public easement which shall be reserved shall include the right to install and maintain utilities in any approved private street, including refuse collections, fire and other emergency services.
 - b. **Acknowledgment of Dedication.** Execution of dedication shall be acknowledged and certified by a notary public.
 - **Required Certification.**
 - a. Certification by the Arizona-registered land surveyor preparing the plat that the plat is correct and accurate and that the monuments described in it have either been set or located as described. All maps shall contain the seal of a registered land surveyor, as per *Arizona Revised Statutes* (ARS).
 - b. Certification by the Director of the Arizona Department of Water Resources that Chaparral City Water Company or its successors has an assured water supply for the subdivision in accordance with Section 45-576 of the *Arizona Revised Statutes*.

☐ **Reduction:** 1 photostatic reduction (8.5" x 11") of each of the above referenced plans and exhibits.

- ☐ **Title Report** verifying the applicant as the property owner.
- ☐ **Final Plat Recordation:** A minimum of 3 sets of mylars and recording fees will be required for recording purposes after the Town Council approves a plat. For condominiums plats, a signed original of the Declaration of Condominiums (Deed Restrictions) must be provided.

GENERAL PLAN AMENDMENTS and AREA SPECIFIC PLANS

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Circulation Plan:** Provide the following information.
 - A. Street system inventory.
 - B. Existing traffic volumes.
 - C. Projected traffic volumes at full development.
 - D. Alternative transportation facilities.
- ☐ **Drainage**
- ☐ **Infrastructure Impact:** Provide a narrative on water and sewer service infrastructure needed to serve the area under consideration.
- ☐ **Land Use Plan:** Provide the following information.
 - A. Please identify the conditions that require the General Plan to be amended. A narrative on how this proposed amendment to the General Plan will help Fountain Hills achieve its General Plan Goals and Objectives.
 - B. Existing General Plan land use designations.
 - C. A map showing the proposed land use designations and a table providing information on the existing density ranges and the proposed density ranges and the population forecast for the area.
 - D. A graphic analysis of the vegetative features of the area.
 - E. A slope analysis of the area showing areas that are zero to 10 percent, 10 to 20 percent, 20 to 30 percent, and greater than 30 percent in slope.
- ☐ **Notification Requirement:** Two (2) complete sets of mailing label with the names and addresses of all property owners within 300 feet of the external boundaries of the subject property and a map showing the 300-foot radius from which the names and addresses were derived. If necessary, additional sets of mailing labels may be requested by the Town of Fountain Hills.
- ☐ **Parks, Recreation and Open Space Plan:** Provide the following information.
 - A. Show areas proposed to be designated as natural open space, park land, and recreation areas.
 - B. Describe the parks and recreation needs for the use described in the Area Specific Plan and how these

needs are to be fulfilled.

- ☐ Provide 3 full size prints (24" X 36") of all the graphics requested.

HPE CHANGE OR ABANDONMENT

- ☐ **Application:** Completed application and all associated fees.
- ☐ **HPE Grant of Easement:** Provide HPE grant of easement for revised HPE boundary.
- ☐ **Letter to Zoning Administrator:** Provide a letter to the Zoning Administrator stating the reason behind the request for modification of the HPE boundary.
- ☐ **Narrative Report:** Provide a description of the method utilized to calculate the HPE.
- ☐ **Site Plan:** Provide a site plan showing the topography of the site and HPE areas.

PLANNED UNIT DEVELOPMENT

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Location Map:** A map showing the particular property or properties for which the change of zone is requested, the adjoining properties, and the public streets and ways within a radius of 300 (feet) of the exterior boundaries.
- ☐ **Narrative Report:** An owner or agent shall also submit a report in narrative form in support of the proposed concept plans. The narrative portion of the report shall contain at least the following information.
 - A. Names, addresses and telephone numbers of the property owner, the developer, consultants, and engineers.
 - B. Any design guidelines proposed.
 - C. Timing and phasing of the project.
 - D. Landscaping requirements.
 - E. Proposal for public ownership and/or operation of and facilities in the development.
 - F. Description of which of the three minimum criteria is being met as described in Section 2.06(C) of the Town of Fountain Hills Zoning Ordinance.
- ☐ **Notification Requirement:** Two (2) complete sets of mailing label with the names and addresses of all property owners within 300 feet of the external boundaries of the subject property and a map showing the 300-foot radius from which the names and addresses were derived. If necessary, additional sets of mailing labels may be requested by the Town of Fountain Hills.
- ☐ **Development Plan (Concept Plan Stage):** Accompanying any request by an owner or agent for concept plan approval, there shall be provided a report consisting of maps, tables, and explanatory text. There shall be at least ten (10) identical copies of the plan maps on twenty-four (24) inches by thirty-six (36) inches and

fifteen (15) copies of the plan maps on eight and one-half (8 1/2) inches by eleven (11) inches. The plans shall be drawn to scale. The scale on the twenty-four (24) inch by thirty-six (36) inch sheets shall be of a scale not smaller than forty (40) feet to the inch. The Planned Unit Development concept plan map shall include the following information as a minimum:

- B. Designation of the various categories of proposed land uses including designation of areas proposed for Unit Plan of Development and other Special Uses.
- C. General arrangement of arterial streets and collector streets.
- D. General location and size of any proposed school sites, parks and common areas.
- E. Methods proposed for water supply, sewage disposal, fire protection, drainage and protection from floods.
- F. Sequential phasing of uses and major improvements.
- G. Major geographical features, including but not limited to mountains, valleys, rivers, major washes, and major highways.
- H. Any additional information requested by staff, the Commission or Council that they deem necessary in order to carry out the purpose and intent of the Planned Unit Development.

☐ **Development Plan (Precise Plan of Development):** Upon approval of a concept plan, and prior to development of the site, the owners or agents of property within PUD shall submit a Precise Plan of Development consistent with the approved concept plan and which includes all of the reports, information and exhibits required of the approved concept plan, but in a final precise form. Under certain circumstances where, in the opinion of the Community Development Director, one or more elements of the plan are such that it would be unnecessary or economically unfeasible for the applicant to prepare a plan in accordance with the above requirements, those elements may be waived. Additionally, the Precise Plan shall include the following information:

- A. Provide assurance that each lot is buildable with the regulations of the zoning regulations being sought.
- B. Location and height of walls and fences.
- C. Location, number of spaces, dimensions, circulation patterns, and surface materials for all off-street parking and loading areas, driveways, access ways, and pedestrian walkways.
- D. The Comprehensive Sign Plan.
- E. Location and general nature of lighting.
- F. Existing and proposed grades and drainage systems.
- G. Natural features such as vegetation, rock outcroppings, or washes, natural drainage courses, undisturbed open spaces, and manmade features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.
- H. Landscaping, including all surfacing material around buildings and in all open spaces.
- I. A vicinity sketch showing the location of the site in relation to the surrounding street system. Adjacent properties and their uses shall be identified.

J. Location of any proposed common areas, clubhouses, recreational facilities and the proposed ownership and maintenance of such areas.

K. A copy of the proposed restrictive covenants.

☐ **Reduction:** 1 photostatic reduction (8.5" x 11") of each of the above referenced plans and exhibits.

☐ **Title report** verifying the applicant as property owner.

☐ If applicable, a proposed development agreement.

PRELIMINARY PLATS

☐ **Application:** Completed application and all associated fees.

☐ **Site/Grading Plan:** 20 folded copies of the proposed preliminary plat (24" x 36") are required. The following information shall be submitted (as per Section 203 of the Town of Fountain Hills Subdivision Ordinance).

A. Identification and Descriptive Data.

1. The title shall contain the proposed subdivision name which shall be clearly indicated, and include the location by section, township and range with reference by dimension and bearing to a quarter section corner. The proposed subdivision name shall not duplicate any other recorded plat name within Fountain Hills. The subdivision name should be carefully considered, as it will become a part of the public record once a final plat has been recorded.
2. Subdivider/Developer's firm name, address, phone number and name of person to contact.
3. Engineering, surveying, land planning or architectural firm name, address, phone number and the name and title of person to contact.
4. Scale, north arrow (pointing up or to the right), and date of preparation including any subsequent revision dates.
5. Location map with reference to main arterial streets.
6. A surveyed boundary, including distances, lengths and bearings and the total size of the proposed subdivision.

B. Existing Conditions and Data. All subdivision submittals shall provide the following existing information by graphic representation or note.

1. Topography by contour lines as related to U.S.G.S. datum or approved equal. The contour interval shall be noted on the same map as the subdivision layout and shall adequately reflect character and drainage patterns of the land.
2. Location of fences, existing structures, wells, ditches (open or covered), washes, trees, all significant vegetation and significant rock outcroppings, and all other features or characteristics that could have a bearing on the review.
3. Location, frequency and extent of areas subject to flooding or storm runoff must be defined.

4. Location, rights-of-way and names of all dedicated streets and utility rights-of-way of public record which may exist around the perimeter of the site boundaries, through or across it. Show any permanent structures that are to remain, including water wells and public or private utility lines within or adjacent to the tract or subdivision. Show all driveways, streets and median openings within 325 feet of any proposed driveway or street intersection on the opposite side of the perimeter streets.
5. Name, book and page number of any recorded subdivision adjacent to or having common boundaries with this plat.
6. Base zone of the subject and adjacent tract, the zoning case number (e.g. Z95-001), if any, and case number of a Planned Unit Development approved by the Town, if applicable.
7. Gross acreage of subject tract. Do not include previously dedicated rights-of-way in this figure.
8. Boundaries and dimensions of the tract to be subdivided shall be fully dimensioned.
9. Detailed information shall be provided to ensure compliance with Article V, Grading Standards, of this Ordinance. This information includes but is not limited to a slope analysis of the existing topography, slope area calculations and cut and fill grading exhibits proposed for the subdivision improvements, and delineation of the Hillside Protection Easement areas.

C. Proposed Conditions and Data. All subdivision submittals shall provide the following proposed information by graphic representation or note.

1. Layout of proposed streets, giving widths, preliminary curve data, curve lengths, and proposed street names based on existing projected alignments wherever possible.
2. Typical lot dimensions, dimensions of all corner lots, lots on curvilinear sections of streets, and all lots where the number of sides exceed four. Number each lot individually and give the total number of lots. Where plats will consist of a number of units/phases, utilizing the same subdivision name, the lot numbering shall be consecutive through the total number of lots or units.
3. Designation of all land to be dedicated or reserved for open space, parks, detention/retention basins, schools, well sites, substations, sewer lift stations, reservoirs, water pump stations or other public or private uses.
4. If multiple uses are planned (multiple residential, commercial, industrial, office), such areas shall be clearly designated, together with existing zones and proposed zoning changes, if any.
5. Show minimum setback lines. Where there are lots with more than four sides or whose shape may be considered atypical, show all setbacks.

D. Proposed Utility System.

1. Show method of sewage disposal (a statement as to the type of facilities shall appear on the preliminary plat). Also show the preliminary sewer layout indicating line sizes and manhole and cleanout locations.
2. The preliminary layout of the water system shall be shown, indicating fire hydrants, valves, meter vaults, water line sizes and locations.

E. Proposed Drainage and Grading Plans. Preliminary calculations and layout of the proposed storm

drainage system based on a ten-year storm and checked for the one hundred year storm. Where off-site detention has not been provided, or where there are known downstream drainage problems, design shall be such that water from streets, lots and alleys shall be detained on-site until the peak of the storm passes. Two sets of calculations shall be submitted at the time of technical review for analysis by the Engineering Department. Calculations shall be typed on separate letter sized sheets with any necessary maps attached.

- F. **Environmental Site Assessment.** The purpose of the environmental site assessment is to provide a written and graphic analysis of the environmental characteristics of the site so that the Town of Fountain Hills can evaluate and plan for the future use of the site. This two-part assessment includes a "Phase 1 Environmental Report" and an "Environmentally-Sensitive Areas Study". The "Phase 1 Environmental Report" will identify any hazardous waste sites within the subdivision. The "Environmentally-Sensitive Areas Study" will better inform the Town by identifying the most environmentally-sensitive areas, as defined in Article I, within a proposed subdivision, including wildlife habitat and corridors, so that the Town can work with the subdivider to preserve the most environmentally-sensitive areas of the site. The Town can also use this information to determine whether the Town desires to acquire any land within a proposed subdivision, for reasons including but not limited to the preservation of wildlife habitat and corridors.

Environmental site assessments are required for all preliminary plat applications that propose the subdivision of an area equal to or greater than ten acres, or for proposed subdivisions less than ten acres, at the discretion of the Community Development Director. This study shall include written reports and maps that provide the information required in Section 203(H) of the Town of Fountain Hills Subdivision Ordinance.

- ☐ **Reduction:** 1 photostatic reduction (8.5" x 11") of each of the above referenced plans and exhibits.
- ☐ **Title Report** verifying the applicant as the property owner.

REZONING

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Location Map:** A map showing the particular property or properties for which the change of zone is requested, the adjoining properties, and the public streets and ways within a radius of 300 (feet) of the exterior boundaries.
- ☐ **Narrative Report:** All narrative report material must be provided on 8½" x 11" paper. Please describe any unique or distinctive characteristics, such as physical scale, topography, land use, architectural or historical significance, which make the development separate or distinguishing features that represent a clear variation from conventional development, e.g., a master planned village, a shopping center, or a planned unit development (attach additional sheets).
 1. Describe the current water service serving the area.
 2. Describe water service infrastructure improvements needed to serve the area.
 3. Describe current sewer system serving the area.
 4. Describe the sewer system improvements needed to serve the area.
 5. Describe the existing street system that would provide vehicular access to the area.
 6. Describe any new streets needed or anticipated in the area or as a result of the proposed rezoning.
- ☐ **Notification Requirement:** Two (2) complete sets of mailing label with the names and addresses of all property owners within 300 feet of the external boundaries of the subject property and a map showing the 300-foot radius from which the names and addresses were derived. If necessary, additional sets of mailing labels may be requested by the Town of Fountain Hills.

- ☐ **Tentative Development Plan:** 10 copies of the tentative development plan (24" x 36") showing the following as per Section 2.01(B) of the *Zoning Ordinance for the Town of Fountain Hills*:
 - A. Topographical description showing existing and proposed grades and drainage systems, and natural and manmade features with indication as to which are to be retained and which are to be removed or altered.
 - B. Proposed street system.
 - C. Proposed block layouts.
 - D. Proposed reservation for parks, parkways, playgrounds, recreation areas and other open space.
 - E. Off-street parking space.
 - F. Types and uses of structures.
 - G. Location of structures, garages, and/or parking spaces.
 - H. A tabulation of the total number of acres in the proposed project and a percentage thereof designated for the proposed structures.
 - I. Preliminary plans and elevations of the structure types. (Single-family residential subdivisions are exempt from this requirement).
- ☐ **Reduction:** 1 photostatic reduction (**8.5" x 11"**) of each of the above referenced plans and exhibits.
- ☐ **Title report** verifying the applicant as property owner.

SPECIAL USE PERMITS

- ☐ **Application:** Completed application and all associated fees.
- ☐ **Narrative Report:** All narrative report material must be provided on 8½" x 11" paper. Provide a narrative report describing the following:
 - A. Description of the proposed use, the operations of the use, and the facilities propose for the land use.
 - B. Any adverse impact the proposed land use may have on the surrounding properties and the neighborhood and what steps will be taken to avoid these adverse impacts.
- ☐ **Notification Requirement:** Two (2) complete sets of mailing label with the names and addresses of all property owners within 300 feet of the external boundaries of the subject property and a map showing the 300-foot radius from which the names and addresses were derived. If necessary, additional sets of mailing labels may be requested by the Town of Fountain Hills.
- ☐ **10 full size folded copies (24" x 36")** of the site plan showing minimum zoning requirements (as stated below) and the proposed development if the Special Use Permit is granted, as well as the exterior elevations.
 - A. Topographical description showing existing and proposed grades and drainage systems, and natural and manmade features with indication as to which are to be retained and which are to be removed or

- altered.
- B. Proposed street system.
- C. Proposed block layouts.
- D. Proposed reservation for parks, parkways, playgrounds, recreation areas and other open space.
- E. Off-street parking space.
- F. Types and uses of structures.
- G. Location of structures, garages, and/or parking spaces.
- H. A tabulation of the total number of acres in the proposed project and a percentage thereof designated for the proposed structures.
- I. Preliminary plans and elevations of the structure types. (Single-family residential subdivisions are exempt from this requirement).

☐ **Reduction:** 1 photostatic reduction (8.5" x 11") of each of the above referenced plans and exhibits.

TEMPORARY USE PERMIT

☐ **Application:** Completed application and all associated fees.

☐ **Narrative Report:** Provide a narrative report describing the following information

- A. Description of the proposed use, the operations of the use, and the facilities proposed for the land use.
- B. Describe any adverse impact that the proposed land use may have on the surrounding properties, and on the neighborhood.
- C. Describe the steps that will be taken to avoid or lessen these adverse impacts.

☐ **Notification Requirement:** Two (2) complete sets of mailing label with the names and addresses of all property owners within 300 feet of the external boundaries of the subject property and a map showing the 300-foot radius from which the names and addresses were derived. If necessary, additional sets of mailing labels may be requested by the Town of Fountain Hills.

☐ **Site Plan:** 5 copies of Site Plan showing location of the temporary use and the orientation of surrounding properties.

VARIANCES

☐ **Application:** Completed application and all associated fees.

☐ **Narrative Report - Variance Justification:** A completed "Justification of Variance" addressing each of the following criteria:

- a. There exists special circumstances or conditions regarding the land, building or use referred to in the application that do not apply to other properties in the district.
- b. The above special circumstances or conditions are preexisting and are not created or self-imposed by the owner or applicant.
- c. The Variance is necessary for the preservation of substantial property rights. Without a variance, the property cannot be used for purposes otherwise allowed in this district.

- d. The authorizing of the variance will not be materially detrimental to persons residing or working in the vicinity to adjacent property or to the neighborhood or the public welfare.

- ☐ **Notification Requirement:** Two (2) complete sets of mailing label with the names and addresses of all property owners within 300 feet of the external boundaries of the subject property and a map showing the 300-foot radius from which the names and addresses were derived. If necessary, additional sets of mailing labels may be requested by the Town of Fountain Hills.
- ☐ **Site Plan:** 10 full size copies (24" X 36") of the site plan showing the minimum zoning requirements and the proposed development if the variance is granted, as well as the exterior elevations.
- ☐ **Reduction:** 1 photostatic reduction (8.5" x 11") of each of the above referenced plans and exhibits.